



**Creating and managing  
collaborative activities**  
Processes and functionality

# Online collaborative learning

## Pedagogy and benefits



### Collaboration and online learning

Collaboration means working together towards a common goal where participants are responsible for one another's learning as well as their own.

When comparing learning environments where students are working alone or with others in a non-interdependent way, learning collaboratively provides students with a social and intellectual context for greater levels of critical thinking, motivation, peer critique and self-reflection.

Online learning gives students the tools and opportunities to learn in a way that is engaging, interactive, multi-threaded and experiential, with multiple tools and contexts for collaboration.

### Scootle

Scootle's collaborative activities bring a huge range of high-quality digital curriculum resources into an environment where students collaborate to build understanding, express their learning and receive meaningful feedback using a range of innovative, easy-to-use online tools.

Some of the features of Scootle's live workspace that support collaboration are:

- ▶ **A dynamic environment** – Students can add their own text, comments and online resources, and rearrange the workspace to build a structured, collaborative response to a task.
- ▶ **Feedback** – Ongoing feedback is available from the teacher at any time for student reflection and meaningful formative assessment.
- ▶ **Online identity** – Students choose nicknames and avatars for themselves in the live workspace.
- ▶ **Scootle chat** – Chat in real time, with all discussions recorded and available for feedback and reference for students and teacher.
- ▶ **File upload and sharing** – Students can upload their own files and resources to attach to a learning activity.
- ▶ **Innovative map and timeline** – Students can interact with resources using Google maps and unique timeline display.

### Further reading

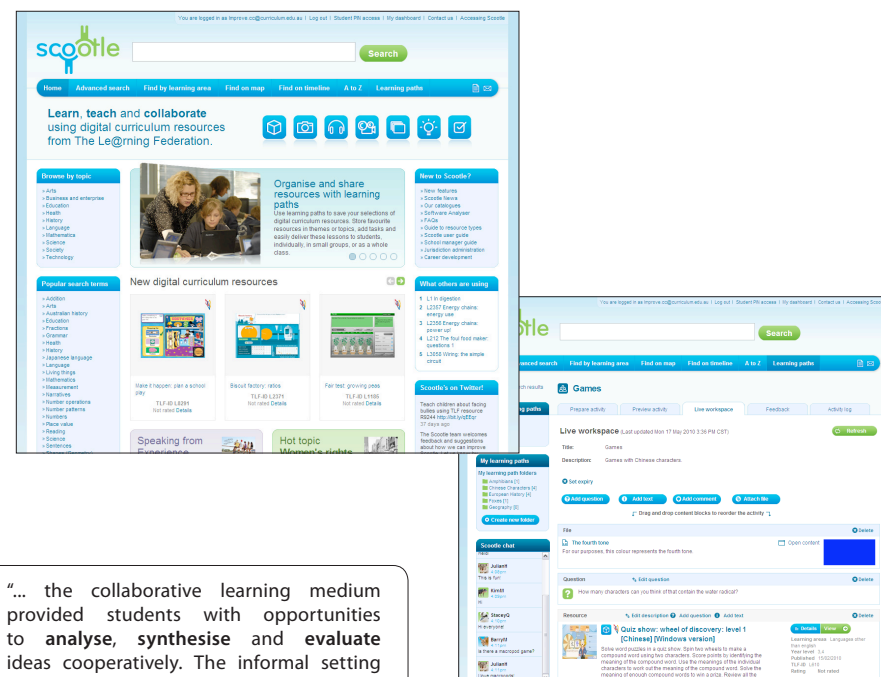
Kumar, Vivekanandan Suresh Kumar 1996, *Computer-Supported Collaborative Learning: Issues for Research*, Viewed 15 December 2008, <<http://www.cs.usask.ca/grads/vsk719/academic/890/project2/node2.html>>

Gokhale, Anuradha A 1995, *Collaborative Learning Enhances Critical Thinking*, *Journal of Technology in Education*, Viewed 16 December 2008, <<http://scholar.lib.vt.edu/ejournals/JTE/jte-v7n1/gokhale.jte-v7n1.html>>

MCEETYA 2005, *Learning in an online world*, Viewed December 2008, <[http://www.mceetya.edu.au/verve/\\_resources/ICT\\_LearningOnlineWorld-PedagogyStrategy.pdf](http://www.mceetya.edu.au/verve/_resources/ICT_LearningOnlineWorld-PedagogyStrategy.pdf)>

"Our students' worlds are increasingly being shaped by their abilities to acquire, **communicate**, access and **manipulate** information using ICT and to respond **creatively** to emerging technologies."

"The promise of collaborative learning is to allow students to learn in relatively **realistic**, cognitively **motivating** and socially **enriched** learning contexts..."



"... the collaborative learning medium provided students with opportunities to **analyse**, **synthesise** and **evaluate** ideas cooperatively. The informal setting facilitated **discussion** and **interaction**. This group interaction helped students to **learn** from each other's scholarship, skills, and experiences."

# Overview

## Collaborative activity live workspace



Live workspaces empower students to work together to create an online artefact that records their learning as they engage with a collaborative activity.

Live workspaces can be accessed by selecting the **Live workspace** tab when viewing or editing a collaborative activity. To learn how to create, view and edit a collaborative activity, see pages 52–54.

### Collaborative activity tabs

Each collaborative activity has a tab interface to access associated pages. The live workspace tab is where students will collaborate on the activity. Students can also view resources on maps or timelines or access the teacher feedback tabs at any time.

Each tab is explained in detail on page 56.

### Scootle chat

Students can participate in Scootle chat as they engage in the collaborative activity. All chat comments are stored with a time stamp so that a record of the conversation can be kept, both for the students to refer to later and for teacher assessment and feedback purposes.

### Participants

Each student involved in the collaborative activity is listed under **Participants**, which appears directly underneath **Scootle chat** (see the inset on the right). Students who are offline appear with dimmed avatars.

### Collaborative activity details

The activity title and description are listed here.

### Workspace

Students can add their own text, add comments and attach files to the live workspace to build their own learning experience around the collaborative activity.

### File

Any files that are uploaded by students can be placed in the workspace.

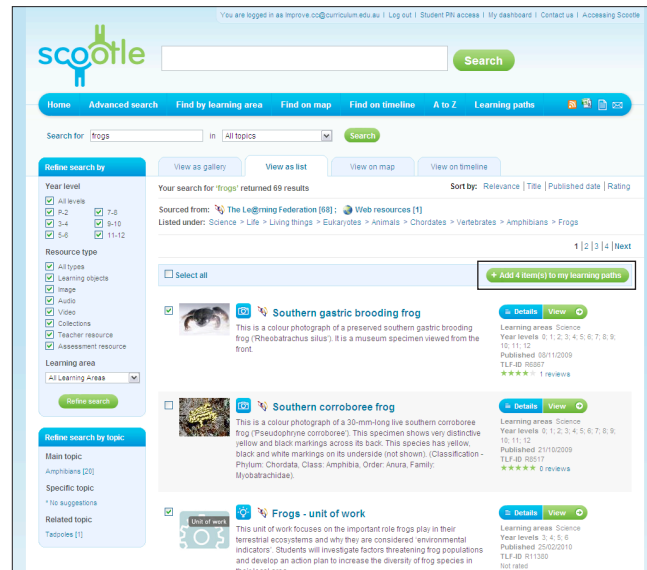
### Actions

Items in the live workspace can be viewed, edited, deleted, moved and commented upon by any participant in the live workspace.

# How to Create a new collaborative activity



## Step 1 Choose items from search results

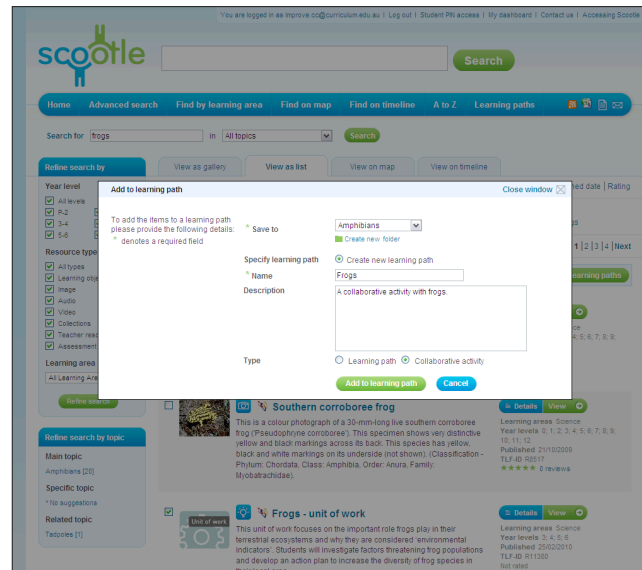


When viewing results from searching or browsing you can add items to a collaborative activity by checking the boxes to the left of the item titles. As more items from the results list are chosen, **+ Add (number) item(s) to my learning paths** updates to show how many you have selected.

Once you have chosen the items, select **+ Add (number) item(s) to my learning paths** to save them to an activity.

The maximum number of items that you can add to a collaborative activity is 20.

## Step 2 Create an activity



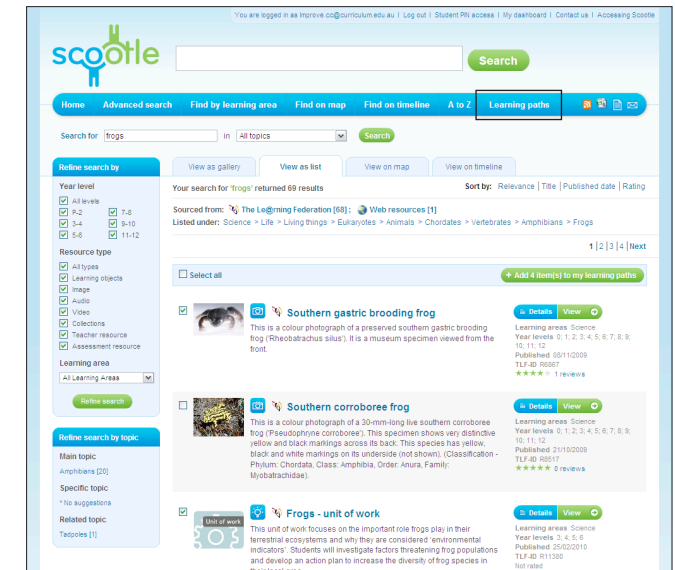
You can select a folder from the list or select **Create a new folder**. If you create a new folder, enter a name and select **Save**.

You can then choose to **Create new** or **Add to existing**.

To create a new learning activity, enter the **Name** and the **Description** and select **Collaborative activity**.

Select **Add to learning path** to save your collaborative activity.

## Step 3 Collaborative activity created



You are automatically taken back to your search results. To manage and edit your activity select **Learning paths** in the Navigation bar.

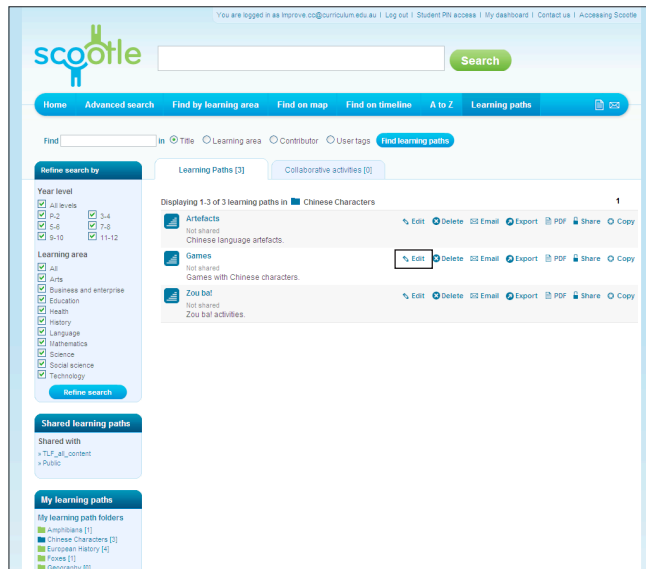
# How to

## Create a collaborative activity from an existing learning path



### Step 1

#### Select a learning path



A learning path can be converted to a collaborative activity so that you can engage your students in an online collaborative discussion around the resources and tasks in your learning path. Select the learning path you wish to convert to a collaborative activity and choose **Edit**.

### Step 2

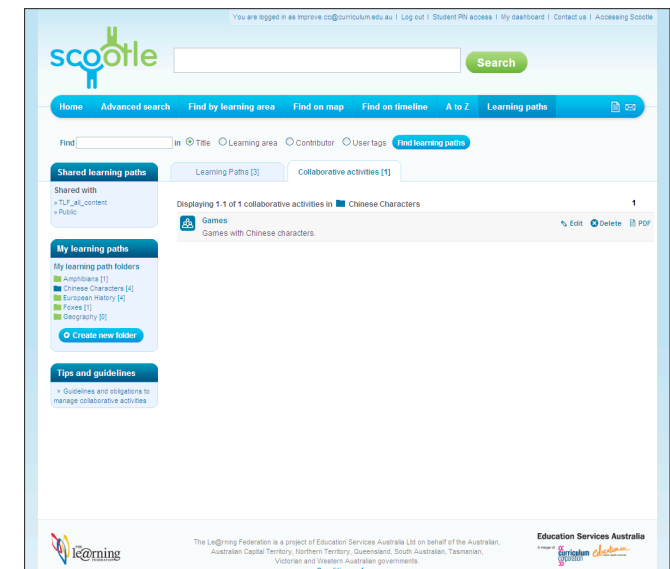
#### Convert to collaborative activity




Once the learning path is open for editing select **Convert to collaborative activity**. You cannot share a collaborative activity, but you can still share, edit and copy the original learning path, which remains intact.

### Result

#### Collaborative activity created

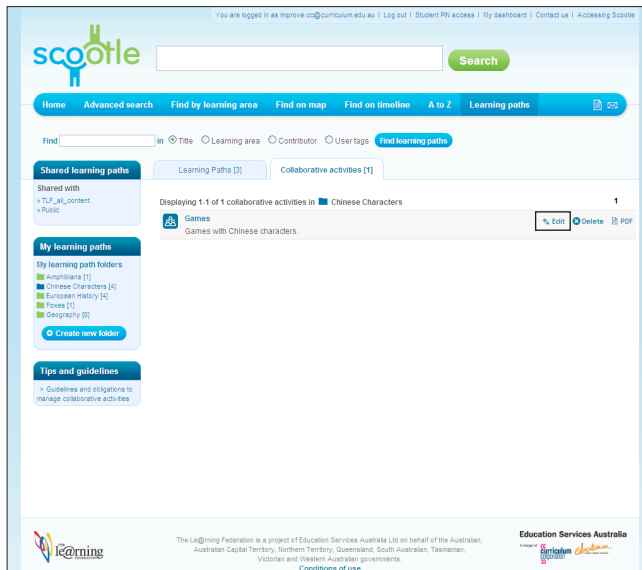


Your collaborative activity now displays in the **Collaborative activities** tab. Note its associated icon: . You can now view the activity, edit it, delete it and save it as a PDF.

# How to Edit your collaborative activity



## Step 1 Select your activity



From the **Collaborative activities** tab, select **Edit** next to the collaborative activity you wish to edit.

## Step 2 Edit activity

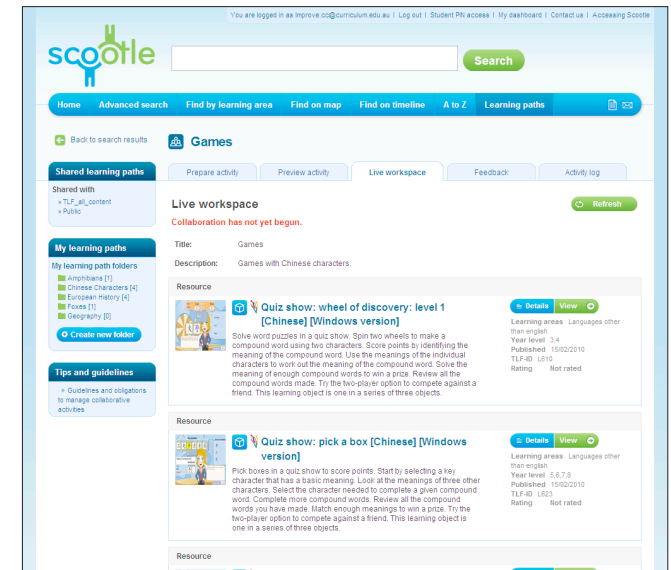


To modify your collaborative activity you can edit the descriptions and add comments, just as you would in a learning path.

You can also add questions, files and text by selecting the buttons indicated.

The PIN for the activity is listed beneath the title of the activity. This PIN can be given to the students you wish to participate in the activity.

## Result Activity ready for students



You can now give students access to your collaborative activity via the student PIN. They can participate together in the live workspace, discussing the questions and resources.



# How to

## Register as a student and access activities



### Step 1 Login with PIN

Students participate in your collaborative activity by logging in to a special student area of Scootle.

By selecting the **Student PIN access** option from the header bar of the Scootle home page students are directed to the student login page.

To start a new collaboration students enter the six-letter **Student PIN** that corresponds to the activity you created.

If they have already begun to collaborate and are returning to the activity they should enter their eight-letter **Collaborative Activity PIN** in this text box instead (and skip step 2).

### Step 2 Create a nickname and avatar

Students then enter their nickname and select an avatar. If their name has been taken they will be prompted to try another name. Selecting the **Check** button confirms that the chosen nickname is unique. Once an avatar is chosen it is unavailable to other students.

Once students choose a nickname and avatar and select **Get collaborative activity PIN** they receive a new PIN that uniquely identifies them in the activity. **Students should write down this eight-letter code and keep it in a safe place.**

All of the registered students are listed with their avatar, their registration code and their nickname in the **Feedback** tab of the teacher area for quick reference.

### Step 3 Enter the live workspace

Once nickname and avatar selection is successful students enter the live workspace. They can interact with other students and the questions and resources that form the activity to create a new product for assessment.

# Overview

## Collaborative activity live workspace: teacher view



Once your students receive the link to your activity and complete the registration process your live workspace begins to come to life.

### Add an item to the space

Teachers can add questions, text boxes, comments and files to the live workspace while the collaborative activity is in progress. Students can interact with each of these items in different ways, as described elsewhere on this page.

Teachers can move, delete and edit any item they create and any item a student creates, except chat dialogue.

Students can move, delete and edit any text box or resource, but they can only edit and delete their own comments.

### Scootle chat

Students can participate in **Scootle chat** as they engage in the collaborative activity. All chat comments are stored with a time stamp so that a record of the conversation can be kept for the students to refer to later and for teacher assessment and feedback purposes.

You can delete conversations and comments made in Scootle chat, but you should only do so if necessary.

### Resource actions

Both teachers and students can add resources from Scootle into the workspace.

Once a resource has been added anyone can edit its description, add text to it and delete it. Both students and teachers can view the resource, view its details and move it.

Additionally, teachers can attach a question to a resource that cannot be edited or moved by students. If the resource is repositioned that question moves with it.

### Collaborative activity tabs

Each collaborative activity has a tab interface to access associated pages.

The **Prepare activity** and **Preview activity** tabs allow you to set up the activity and view the layout.

The **Live workspace** tab is where you and your students collaborate on the activity.

Use the **Feedback** tab to view the list of students who have logged into the activity. The feedback list displays each student with their avatar, nickname and collaborative activity PIN code, along with the option to give individual feedback to each student. The **Feedback** tab also gives you the option to give feedback to the group as a whole.

Use the **Activity log** to see a chronological list of when students have interacted with the workspace.

### File actions

Both teachers and students can upload files to the workspace.

Teachers can delete any file uploaded; students can only delete files they have uploaded themselves.

### Question actions

Only teachers can create questions in the workspace.

Questions cannot be edited by students, but they can be moved. Questions added to a resource cannot be moved.

### Text actions

Both teachers and students can add text to the workspace.

Text boxes can be moved, edited and deleted by anyone.



# Overview

## Collaborative activity live workspace: student view



Once students have logged in to the collaborative activity with their registration key they can interact with other students and the content of the activity.



### Email to teacher

Students can select this link to open a form in a new window, allowing them to send you an email requesting help.

### Add an item to the space

Students can add questions, resources, text boxes and comments, and attach files to the live workspace while the collaborative activity is in progress. Students can interact with each of these items in different ways, as described elsewhere on this page.

Teachers can move, delete and edit any item they create and any item created by a student, except chat dialogue.

Students can move, delete and edit any text box or resource, but they can only edit and delete their own comments.

### Scootle chat

Students can participate in Scootle chat as they engage in the collaborative activity. All chat comments are stored with a time stamp so that a record of the conversation can be kept for the students to refer to later and for teacher assessment and feedback purposes.

Conversations and comments made in Scootle chat cannot be edited or deleted.

### Participants

Each student involved in the collaborative activity is listed under **Participants**, which appears directly underneath **Scootle chat** (see the inset on the right). Students who are offline appear with dimmed avatars.

### Collaborative activity tabs

The **View activity** tab displays all items of content in the current learning path.

The **Live workspace** tab is where you and your students collaborate on the activity.

Students can use the **View on map** and **View on timeline** tabs to view content. Only resources that have spatial or date data are displayed this way.

Students can use the **Feedback** tab to view feedback left for them individually by the teacher, as well as feedback for the whole group.

### File actions

Both teachers and students can upload files to the workspace.

Teachers can delete any file uploaded; students can only delete files they have uploaded themselves.

### Question actions

Only teachers can create questions in the workspace. Questions cannot be edited by students, but they can be moved. Questions added to a resource cannot be moved.

### Resource actions

Both teachers and students can add Scootle resources to the workspace.

Once a resource has been added, anyone can edit its description, add text to it and delete it. Both students and teachers can view the resource, view its details and move it.

Additionally, teachers can attach a question to a resource that cannot be edited or moved by students. If the resource is repositioned that question moves with it.

### Text actions

Both teachers and students can add text to the workspace.

Text boxes can be moved, edited and deleted by anyone.

# Using the live workspace

## About student contributions



### Using material that belongs to others

Students who are planning to share content that is not their own work, such as an image they have found on the internet, must first check with the teacher to ensure that they are permitted to include it in the workspace.

When saving material to the workspace students must include information about the source of the material, as well as the name of the author or artist.

Material created by other people is protected by copyright; the act of reproducing that material on Scootle may require permission, a licence or compliance to special conditions. You and your students can find more information at Smartcopying (<http://www.smartcopying.edu.au>) and the Australian Copyright Council (<http://www.copyright.org.au>).

### A responsible attitude

Students must never make negative comments about others, such as remarks on their appearance or religion. In addition to potentially hurting their feelings, comments of this nature could be illegal.

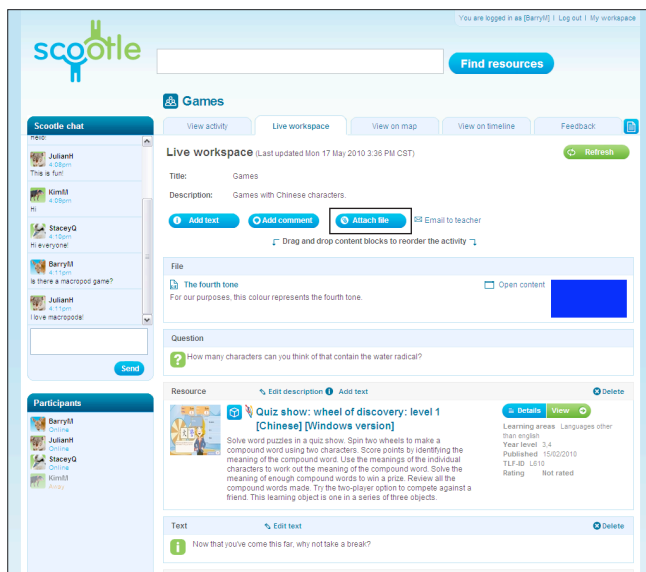
It is important that you monitor the workspace – comments, uploaded files and chat dialogue – to ensure that only appropriate contributions are made. Do what you can to help students, and respond to their questions whenever possible.

The screenshot displays the Scootle Live workspace interface. At the top, the Scootle logo is visible, along with a search bar and a 'Find resources' button. The interface is divided into several sections. On the left, there is a 'Scootle chat' window showing a list of messages from users JulianH, KimM, StaceyQ, and BarryM. Below the chat is a 'Participants' list showing the same users. The main area is titled 'Live workspace' and contains a 'Games' section. This section has a description 'Games with Chinese characters' and buttons for 'Add text', 'Add comment', and 'Attach file'. Below this is a 'File' section with a resource titled 'The fourth tone' and a 'Question' section with a question about the water radical. At the bottom is a 'Resource' section with a quiz show resource titled 'Quiz show: wheel of discovery: level 1 [Chinese] [Windows version]'. The resource includes a description of the quiz show and a 'Details' button.

# How to Student file upload



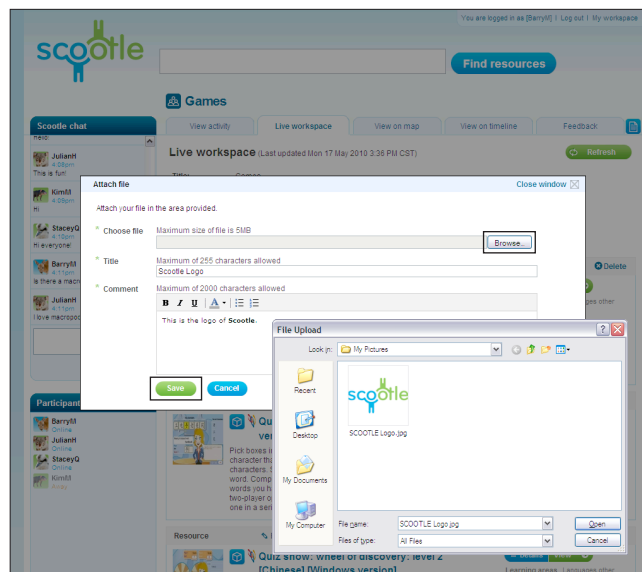
## Step 1 Attach a file



Before uploading a file the student must first obtain correct permission to use it.

To add a file to the collaborative workspace students select **Attach file**.

## Step 2 Choose the file to be attached

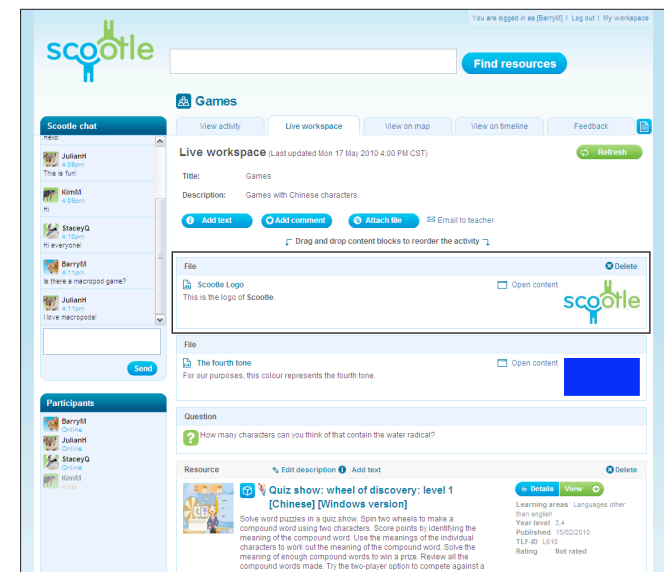


Students select **Browse** (or **Choose file**) to locate the file they would like to upload, enter a **Title** and short descriptive **Comment**, and select **Upload**.

The comment area can be used to include information on a file from a secondary source, such as a book or webpage. In such cases the author or artist must be specified, along with a link to the originating website or details of the source (book, DVD, etc.).

Neither the title nor the comment can be edited by the student once the file upload is complete, but you or the student can delete the file if it is uploaded in error, is inappropriate or a breach of copyright.

## Result File uploaded



The new file is placed at the top of the live workspace, with the student's title and comment displayed next to the file.

Like any component of the live workspace the uploaded file can be dragged to another position.